



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** Deputy Chief, ACTG

**Position Number:** PB025

**Position Grade:** GS-15

**Salary Range:** \$144,128 - \$ 172,500 (not applicable for detailees)

**Vacancy Open Period:** 10/18/2021 – 11/02/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/IC CFO/ACTG

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade of the advertised positions grade may apply.



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## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of the Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

If you are interested in being part of a team that is leading transformational change in resource management across the federal government, then this job might be for you.

The selected candidate will assist the Chief with planning, management, and coordination of a complex Information Technology (IT) program as well as financial management capabilities within the Intelligence Community. You will be a part of delivering the next generation Intelligence Community financial and resource management system that will make resource, data and analytic capabilities easily and securely accessible for the IC, as well as support informed decision-making regarding the allocation of resources against national intelligence priorities and the development and presentation of the IC budget. Your role will also include exploring new financial management capabilities (i.e., G-Invoicing), and providing innovative solutions to common issues such as Cover and Funds Distribution, while working in close conjunction with OMB, Treasury, IC Elements, DOD and all internal ODNI offices.

## Major Duties and Responsibilities (MDRs)

Assist IC CFO Chief with all aspects of the day-to-day running of activities. This would include budget, program/project, and personnel management.

Manage and oversee the various financial and IT programs within DNI, by attending meetings, answering questions, providing feedback and informing decisions that move the group forward to reach mission goals.

Manage all government and contractor leads to execute the delivery of the next generation Intelligence Community financial and resource management system, as well as all Financial and CI related programs.

Assist with innovative and responsive ideas and answers to questions and issues related to AFR reviews, financial systems requirements, cover issues, audit findings and solutions, and other relevant concepts that occur within FM, CI or IT areas.

Assist IC CFO Chief with strategies for future projects.



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Oversee technical governance processes and ensure involvement in ODNI governance requirements.

Ensure and manage effective communication of all activities within DNI, IC CFO, ODNI, IC Elements, DOD, OMB, and US Treasury.

Assist IC CFO Chief with attracting and maintaining talent to fill vacancies in financial, CI and technology arenas.

Lead and manage the development and coordination of ODNI regulations to improve and standardize financial management processes and procedures to improve the quality of financial reporting in the IC.

## **Mandatory and Educational Requirements**

Extensive experience managing large and complex projects (Financial, IT, other).

Knowledge and ability to identify and manage risk within DNI programs.

Extensive management, analytic, and critical thinking skills, including the ability to conduct project and management assessments, identify needs and requirements, and lead process improvement recommendations for implementation across the IC.

Ability to communicate with technical, financial and executive audiences on a wide range of topics, both verbally and in writing.

Demonstrated ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions, teams and programs.

Demonstrated interpersonal, organizational, and problem-solving skills, including the ability to work effectively both independently and in a team or collaborative environment and to lead and mentor junior and senior colleagues.

Expert knowledge of the IC and its components, missions, and interrelationships, including the superior ability to lead broad-based teams regarding key IC financial management issues.

## **Desired Requirements**

Experience:

Previous successful large scale assignments in financial and resource management area and thorough knowledge of the Congressional budget cycle.

Education:

Bachelor's or advanced degree, preferably in business, accounting, finance, economics, mathematics or computer science or information technology.

Program management credential.



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## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

#### Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone 703-275-3799; Email: Recruitment\_TeamA@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.



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**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**